

# Credential Application

Remit to:  
 State of Wisconsin  
 Department of Commerce-Credentialing  
 P.O. Box 78780  
 Milwaukee WI 53293-0780  
 Phone (608) 261-8500  
 TDD #: (608) 264-8777  
 7:45 a.m. - 4:30 p.m.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE PROCESSED UNLESS YOU:**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

**Instructions:** Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
<b>Applicant Information</b>	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

## SOIL TESTER CERTIFICATION

**Application and Exam Fee (nonrefundable): \$75.00** class code 7630

Make checks payable to: Department of Commerce. The fee consists of a \$25 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$240 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30<sup>th</sup>. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

**Reason for Credential:** Pursuant to s. 145.045, Stats., no person may conduct soil evaluations relative to the discharge or disposal of liquid domestic wastes into the soil unless the person holds a credential issued by the department as a certified soil tester.

**Requirements of Credential:** A certified soil tester who, as either an employee of a local governmental unit or under contract to a local governmental unit, is responsible for administering regulations governing private onsite wastewater treatment systems may not provide soil evaluations relative to the design, installation or maintenance of private onsite wastewater treatment systems within the boundaries of the local governmental unit.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

**Qualifications for Examination:** In order to qualify to take the soil tester certification examination the applicant must be at least 18 years old. To demonstrate the applicant's qualifications do the following:

**Fill** in the applicant's birth date (month/day/year, example 04/02/60):

This is a two-part exam. A score of at least 70% must be obtained for each part. The exam will cover basic soil science information and code requirements contained in chapters Comm 5 and Comm 82-87, Wisconsin Administrative Code. The exam is open book. Copies of current code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253.

Additional training materials relating to this credential are available and may also be ordered through Document Sales @ (608) 266-3358 or @ (800) 362-7253. They are intended to be training guides and may not match the current code.

SBD-9046-P	Soil & Site Evaluation Handbook
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**NOTE:** Use of a Munsell Color Book is required for the practical portion of the exam. Information on where to purchase this book is enclosed.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

<b>Exam Name:</b>	This is a 4-hour exam and will be scheduled for the a.m.		
<b>Circle the exam location of your choice below.</b> <b>Then below the location, circle the day you would prefer to take the exam.</b>			
<b>2006 Exam Schedule-Soil Testers at Every Site</b>			
<b>GREEN BAY</b> <i>Howard Johnson Inn</i> <i>2580 S Ashland Ave</i> <i>920-499-5121</i>	<b>BLACK RIVER FALLS</b> <i>Holiday Inn Express Hotel</i> <i>W10170 Hwy 54 E</i> <i>715-284-0888</i>	<b>PEWAUKEE</b> <i>Waukesha County Technical College</i> <i>WCTC</i> <i>800 Main St</i> <i>262-695-3474</i>	<b>HAYWARD</b> <i>Hayward Inn &amp; Suites</i> <i>10290 Hwy 27 S</i> <i>(715) 634-4100</i>
August 15		August 1	
	September 19	September 13	
October 10		October 3	October 18
	November 14	November 7	
		December 5	

Day phone number:

<b>2007 Exam Schedule-Soil Testers at Every Site</b>				
<b>GREEN BAY</b> <i>Regency Suites Hotel</i> 333 Main St 920-432-4555 Wednesdays	<b>MADISON</b> <i>Radisson Hotel</i> 517 Grand Canyon Dr. 608-833-0100 Tuesdays	<b>BLACK RIVER FALLS</b> <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888 Wednesdays	<b>PEWAUKEE</b> <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474 Wednesdays	<b>HAYWARD</b> <i>Hayward Inn &amp; Suites</i> 10290 Hwy 27 S 715-634-4100 Wednesdays
		January 10	January 17	
February 21		February 7	February 14	
		March 7	March 14	
April 11	April 24	April 4		April 18
		May 9	May 16	
June 6		June 13	June 20	
		July 11	July 18	
August 8	August 21	August 15		
		September 12	September 19	
October 3		October 10	October 17	October 24
		November 7	November 14	
	December 11			

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

**Education Hours Required to Renew:** The renewal of a soil tester certification which expires after June 30, 2006, shall be contingent upon the person obtaining at least 12 hours of acceptable continuing education by March 30th of the year their credential expires. People unable to attend lectures or seminars may obtain the necessary hours through correspondence courses. Correspondence courses must also be completed at least three months prior to the expiration date in order to avoid taking the exam. A person who holds a credential as a certified soil tester may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department. The Wisconsin Construction Codes Report may contain advertisements for courses, lectures or seminars which will count towards continuing education for a soil tester certification. The WCCR is available by subscription or on the Commerce website at: <http://www.commerce.state.wi.us/SB/SB-DivPublications.html>.

## SOURCES FOR SOIL COLOR CHARTS AND TEXTURE KITS

## Soil Color Charts:

1. Ben Meadows Company  
3589 Broad St. – PO Box 80549  
Atlanta, GA 30366  
E-mail: [mail@benmeadows.com](mailto:mail@benmeadows.com)  
Phone: 1-800-241-6401  
Munsell Guide (includes GLEY charts).....\$99.95  
Cat. No. 221900  
Single pages from Soil Color Book (e.g., 10YR, 5YR) .....\$16.50  
Replacement GLEY Charts Cat. No. 221935.....\$32.00
2. Forestry Suppliers, Inc.  
PO Box 8397  
Jackson, MS 39284-8397  
Phone: 1-800-647-5368  
#77341 Soil Color Charts (8) (7" binder-includes GLEY charts) .....\$104.50  
(10 or more in one order is \$95.50 each)  
#77344 GLEY Charts (2 pages) .....\$ 35.75  
Individual Replacement Pages .....\$ 16.50
3. NASCO  
901 Janesville Ave.  
Ft. Atkinson, WI 53538  
Phone: 1-800-558-9595  
Munsell Soil Color Charts (7) No. C09037N.....\$172.50  
(7" binder includes GLEY Charts)

### **Soil Texture Kits:**

1. Crops and Soils Club Phone: 715-425-3395  
Department of Plant & Earth Science  
University of WI – River Falls  
410 South Third St.  
River Falls, WI 54022-5001
  - A. Texture kit contains samples of 10 soils, listing percentage of sand, silt and clay and includes a soil textural triangle. These kits are helpful in developing your ability to determine textural class by feel. The cost of the kit is \$25. (Special discounts for schools.) Make check payable to Crops and Soils Club and send to the above address.
  - B. Sand-size card – Samples of USDA vfs, fs, s, cos, vcoss mounted on a 4 1/2 x 7 1/4 6-hole punch card. \$8.00
2. University of Wisconsin – Platteville Phone: 608-342-1388  
Soil Conservation and Agronomy Club Note: Orders by mail  
Ullrich Hall  
Platteville, WI 53818
  - A set of the most common textural classes in the Midwest is included. These textural samples will provide a valuable training aid in soil judging activities. The samples will be shipped in a 3 x 3 x 6-inch carton. Price per complete set (10) is \$18.00. Samples of any one texture are \$2.00 each